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# Environmental Management System

## Procedural Documentation SAR & Invasive Species

### 1.0 Purpose:

To ensure that values, Species at Risk (SAR) encountered during forest operations are protected in the appropriate manner, by following the area of concern prescriptions and conditions on regular operations in the approved Forest Management Plan, the Annual Work Schedule and all applicable laws and regulations. To ensure Invasive Species are reported appropriately.

### 2.0 Scope:

This procedure applies to employees and contractors, who may encounter species at risk or invasive species during forest operations.

### 3.0 Responsibilities:

- 3.1 ORC Operations Forester or Designates
- 3.2 ORC Silviculture Forester or Designates
- 3.3 All Contractors and Sub-Contractors for ORC and OLL
- 3.4 Overlapping Licensee Operations Forester or Designates (OLL)
- 3.5 ORC Certification Coordinator
- 3.6 Field Staff (ORC, Domtar, OLL)

### 4.0 Procedure

**4.1 ORC Certification Coordinator** in consultation with the local OMNRF Biologist is responsible for annually updating the Species at Risk Field Cards as new species are legislated to Ontario's Endangered Species Act and the Species at Risk list for Ontario (SARO) or the federally regulated Species at Risk Act (SARA) as per relevant website databases.

**4.2 ORC Operations Forester or Designates, ORC Silviculture Forester or Designates, All Contractors and Sub-Contractors for ORC and OLL, Overlapping Licensee Operations Forester or Designates are responsible for ensuring:**

**4.2.1 Contractors and ORC field staff** have reviewed and understand this standard operating procedure.

**4.2.2 Contractors and ORC field staff** are aware of the species at risk and invasive species in their operating areas as per the Species at Risk Field Cards and are familiar with the Species at Risk Sighting Information Form.

**4.2.3 Contractors and ORC field staff** are to ensure that any newly identified Species at Risk (SAR), their nests or denning sites are brought to their attention from field staff are reported to ORC Operations Forester or Silviculture Forester or their designate and the Ontario Ministry of Natural Resources & Forestry (OMNRF).

**4.2.4 ORC Operations Forester or Silviculture Forester or their designate** are to ensure that any suspected invasive species locations are brought to their attention from field staff and are

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reported to the Invading Species Hotline at 1-800-563-7711  
or <http://www.eddmaps.org/ontario/report/>.

**4.3 ORC Operations Forester or Designates** are responsible for updating forest management plans and annual work schedules with new values and area of concern prescriptions/condition on operations once the new value has been reviewed and prescription confirmed in consultation with OMNRF.

**4.4 All Contractors and Sub-Contractors for ORC and OLL, Overlapping Licensee Operations Forester or Designates** are responsible for ensuring their field personnel are trained regarding this work instruction.

**4.5 Field Staff (ORC, Domtar, OLL) shall ensure:**

**4.5.1** They are aware of the species at risk and invasive species in their operating areas as per the Species at Risk Field Cards.

**4.5.2** They report to the **ORC Operations Forester or Designates, ORC Silviculture Forester or Designates, All Contractors and Sub-Contractors for ORC and OLL, Overlapping Licensee Operations Forester or Designates** the following concerns that can impact forest management operations:

- *Any unidentified value including any SAR den, nest, or other important SAR habitat, or any rarely seen species at risk in the vicinity of operations that has not been flagged with an Area of Concern (AOC) prescription;*
- *Any suspected invasive species locations.*

**4.5.3** Any unidentified value encountered during forest operations are to be confirmed in consultation with the **ORC Operations Forester** and OMNRF, to ensure that any required approvals are in place and the appropriate prescription is applied prior to the implementation of forest operations adjacent to the value.

**4.5.4** *If you encounter a Species at Risk (SAR) or its habitat (i.e. nest or den or other important habitat) or an invasive species during operations that is unmapped:*

1. **STOP** work immediately.
2. **RECORD** SAR/Invasive Species observations as per the Species at Risk Sighting Information Form.
3. **REPORT** details to your **ORC Operations Forester(SAR Reporting Form)** for further clarification and to have the Ontario Ministry of Natural Resources & Forestry (OMNRF) investigate to determine the appropriate prescription before proceeding with operations.

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*Under SAR legislation, it is illegal to possess or harm individuals their nests, dens, or destroy their identified general or regulated habitat. Regulated habitat is identified and included under Ontario Regulation 242/08 in association with the ESA species listed as endangered or threatened. Those species with regulated habitat are identified and their habitat regulation described in this handbook. Additional legislation; such as, the Fish and Wildlife Conservation Act, and the Migratory Birds Convention Act also prohibits hunting, trapping, possessing, or nests & dens.*

*Protection measures identified in the following document are those as of **May, 2016** and are subject to change. Always refer to the detailed AOC prescription, as amended in the respective FMP and contact the **ORC Operations Forester** for further clarification immediately.*

### References

Document / Form	I.D.#

### Revisions

#	Purpose	Prepared by	Approved by	Date
N/A	Original version	EMS Team	Chantal Alkins Certification Coordinator	November 23, 2016
A				
B				
C				
D				
E				